



# CITY OF HOUSTON

## Job Posting

|                             |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
|-----------------------------|---|-----------------------------|------------------------|--------------------|------------------|----------------|------------|------------|----------------------------|----------|-----------------------------------|---------|--------------------------------------|--------------------|-------------------|------------------|----------------------------|
| 1                           | SL/CMD  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 2                           | <table><tr><td>Applications accepted from:</td><td>ALL PERSONS INTERESTED</td></tr><tr><td>Job Classification</td><td>SENIOR INSPECTOR</td></tr><tr><td>Posting Number</td><td>PN# 113288</td></tr><tr><td>Department</td><td>Public Works &amp; Engineering</td></tr><tr><td>Division</td><td>Planning and Development Services</td></tr><tr><td>Section</td><td>Code Enforcement/Sign Administration</td></tr><tr><td>Reporting Location</td><td>3300 Main Street*</td></tr><tr><td>Workdays &amp; Hours</td><td>Workdays &amp; Hours May Vary*</td></tr></table>   | Applications accepted from: | ALL PERSONS INTERESTED | Job Classification | SENIOR INSPECTOR | Posting Number | PN# 113288 | Department | Public Works & Engineering | Division | Planning and Development Services | Section | Code Enforcement/Sign Administration | Reporting Location | 3300 Main Street* | Workdays & Hours | Workdays & Hours May Vary* |
| Applications accepted from: | ALL PERSONS INTERESTED  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Job Classification          | SENIOR INSPECTOR  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Posting Number              | PN# 113288  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Department                  | Public Works & Engineering  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Division                    | Planning and Development Services   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Section                     | Code Enforcement/Sign Administration  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Reporting Location          | 3300 Main Street*   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| Workdays & Hours            | Workdays & Hours May Vary*  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 3                           |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 4                           |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 5                           |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 6                           |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 7                           |   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 8                           | <div>*Subject to change</div>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 9                           | <p><b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTION</u></b><br/>Provides supervision of personnel and coordination in enforcing the Sign Code and other ordinances as it relates to outdoor signs. Must have working knowledge of State regulations for off-premise signs. Schedules impound crew and investigates inquiries concerning code interpretations and technical problems. Prepares and reviews monthly report, forms and records. Conducts various inspections. May need to write citations and appear in court.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 10                          | <p><b><u>WORKING CONDITIONS</u></b><br/>The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 11                          | <p><b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b><br/>An Associates degree in the building trades, heavy construction or inspection: or a high school diploma/GED and certification/licensing in a technical specialty program of over 18 months in the building trades, heavy construction or inspection to be performed.</p>  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 12                          | <p><b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b><br/>Four years of experience in Sign Code Enforcement is required.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 13                          | <p><b><u>MINIMUM LICENSE REQUIREMENTS</u></b><br/>Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).</p>  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 14                          | <p><b><u>PREFERENCES</u></b><br/>Preference will be given to applicants with bilingual skills. Workdays and hours may vary, due to necessity.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 15                          | <p><b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> None<br/>However, the Department may administer a skill assessment evaluation.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 16                          | <p><b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 17                          | <p><b><u>SALARY INFORMATION</u></b><br/>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</p> <p style="text-align: center;">Salary Range - Pay Grade 22<br/>\$1,277 - \$1,755 Biweekly \$33,202 - \$45,630 Annually</p>   |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 18                          | <p><b><u>OPENING DATE</u></b> September 20, 2006</p>  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 19                          | <p><b><u>CLOSING DATE</u></b> September 26, 2006</p>  |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |
| 20                          | <p><b><u>APPLICATION PROCEDURES</u></b><br/>Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. <b>Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</b></p> <p style="text-align: center;">An equal opportunity employer</p> |                             |                        |                    |                  |                |            |            |                            |          |                                   |         |                                      |                    |                   |                  |                            |